

## Viewing TEAMS Tables

- Almost all codes and standards are stored on *tables* within TEAMS. Tables tell the system which codes are valid, what is an acceptable range of values, etc.
- Users may view these tables by selecting **TAME** (Table Maintenance) from the SYSE menu, and then choosing an option from the next two screens. This process is illustrated below.

### Using TAME to Find a Table:

Step	Action
1.	<p>On the <b>SYSE</b> menu, type any character next to <b>TAME</b> and press Enter.</p> <ul style="list-style-type: none"> <li>• This displays TAME, which lists several categories of tables:</li> </ul> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 60%;"> <p style="text-align: center;"><b>TAME - TABLE MAINTENANCE MENU</b></p> <pre> _ TAM1    TABLE MAINT CODES A-F _ TAM2    TABLE MAINT CODES G-P _ TAM3    TABLE MAINT CODES Q-Z _ TAML    TABLE MAINT LOCATION/NOTICES _ TAMA    TABLE MAINT AFDC _ TAMH    TABLE MAINTENANCE CC MENU _ TAMF    TABLE MAINT FOOD STAMPS _ TMM     TABLE MAINT MEDICAID _ TAMQ    TABLE MAINT QMB _ TAMS    TABLE MAINT SLMB _ TAMC    TABLE MAINT COUNTY _ TAMO    TABLE MAINT OPERATIONS _ TAMT    TABLE MAINT TECHNICAL _ SYUS    SYSTEM USER SECURITY           </pre> </div>
2.	<p>Select a category from TAME by typing a character next to one option.</p> <div style="display: flex; align-items: center; margin: 10px 0;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> <p>Example: 'TAM1' is selected.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <pre> x TAM1    TABLE MAINT CODES A-F _ TAM2    TABLE MAINT CODES G-P _ TAM3    TABLE MAINT CODES Q-Z           </pre> </div> </div> <p>Press Enter. A list of tables is then displayed.</p>
3.	<p>Select a table from the list, and press Enter.</p> <div style="display: flex; align-items: center; margin: 10px 0;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> <p>Example: 'DECR' is selected from the TAM1 list.</p> </div> <div style="border: 1px solid black; padding: 5px;"> <pre> _ COMC    COOPERATION MA CODE TABLE _ COTA    COMPONENT OPTION TABLE x DECR    DENIAL CLOSURE REASON TABL _ DEPC    DEPRIVATION CAUSE CODE TAB           </pre> </div> </div>

4.

View the information on the selected table.

EXAMPLE: The DECR table is shown.

DECR		DENIAL CLOSURE REASON CODES		08/01/00 9:54:29 DARLA F
CODE	DATE FROM	DATE TO	DENIAL CLOSURE DESCRIPTION	
----	----	----	-----	
ABC	010191	999999	ABAWD CLOSURE	
AGC	010191	999999	AGENCY SYSTEM CLOSURE	
AGE	010191	083197	AGE	
BPI	010191	083197	PUBLIC INSTITUTION	
CES	010191	999999	SYSTEM CLOSURE-NOTIF FROM SDX	
CIT	010191	083197	NOT CITIZEN OF COUNTRY	
CSE	090197	999999	CHILD SUPPORT EXCEEDS STANDARD	
CSR	010191	083197	CHILD NOT LIVING WITH SPEC. REL.	
DMI	010191	999999	DOES NOT MEET INCURMENT	
DTH	010191	999999	DEATH OF CLIENT	
EIF	010191	083197	EARNED INCOME OF FATHER	
EIM	010191	083197	EARNED INCOME OF MOTHER	
EMC	010191	999999	EMERGENCY AF CLOSE	
EMN	010191	083197	INCOME EXCEEDS MEDICAL NEED	

5.

Review all pages as needed:

- To navigate within the table, use the F keys listed at the bottom of the screen.
  - If no F keys are listed, press Enter to page forward. (Backward navigation may not be supported, depending on the table.)

6.

Exit the table:

- Press F2 to step back to the previous list and select another table if desired,
- OR Press F3 to return to SYSE.

A list of recommended tables is provided on Pages 3 – 6.

### Hints for Viewing Tables:

- Some tables are no longer used.** It is recommended that you access only the tables listed on the next four pages.
- Be aware of Start and End dates.** Most tables display a date span for each code or value. If an end date is shown, the code is no longer valid. (See DECR above for an example.)
- Not all tables are useful for inquiry purposes.** Tables exist so that TEAMS can determine eligibility and process benefits; they are not always easy for the end-user to read. You may find Online Help and/or your policy manuals to be more useful in some situations.

## Useful Tables for Eligibility Staff

- Follow the paths shown to access the type of information indicated.

### To view all INCOME codes:

Select **TAME** → **TAM1** → **EXIN**: TANF Cash Income Code Table.

- This table lists all income codes for ALL programs. ‘FAIM’ in the title indicates this table has been in use since FAIM implementation.
- The **CAT** (Category) column near the left side of the table indicates the screen on which that code is used:
  - EI** = Earned Income (EAIN screen)
  - ES** = Earned Self-Employment Income (SEEI screen)
  - UI** = Unearned Income (UNIN screen)
- Exemption Flags (**Y / N**) shown on this table indicate how each income code is considered. A ‘Y’ indicates the income is exempt (i.e., is not counted) for that program or test. Exemption Flag column headings are:
  - AFG** = AF Gross Income Test
  - AFN** = AF Net Income Test
  - AFB** = AF Benefit Standard Test
  - FS** = Food Stamps
  - AMG** = FAIM-MA Gross Income Test
  - AMN** = FAIM-MA Net Income Test
  - AMB** = FAIM-MA Benefit Standard Test
  - SSM** = SSI-Related MA
  - CS** = Community Spouse
  - CC** = Child Care

### To view all EXPENSE codes:

Select **TAME** → **TAM1** → **FAEX**: FAIM Expense Code Table.

- This table lists all expense codes for ALL programs. ‘FAIM’ in the title indicates this table has been in use since FAIM implementation.
- All codes with a category (CAT) code of ‘HH’ are used on the EXPE (Expense) screen.

**To view all RESOURCE codes:****Select TAME → TAM1 → FARE: FAIM Resource Code Table.**

- This table lists all resource codes for ALL programs. ‘FAIM’ in the title indicates this table has been in use from FAIM implementation onward.
- The **CTG** (Category) code shown near the left side of the table indicates the screen on which that code is used:
  - FA** = Financial Account (FIAC screen)
  - LA** = Liquid Asset (LIAS screen)
  - OT** = Other Asset (OTAS screen)
  - VE** = Vehicle (VEHI screen)
- Exemption Flags (**Y / N**) shown on this table indicate how each resource code is considered. A ‘Y’ indicates the income is exempt (i.e., is not counted) for that program. Exemption Flag column headings are:
  - MA FM** = FAIM-related Medicaid subtypes
  - MA ABD** = SSI-related Medicaid
  - AF EXM** = FAIM Financial (AF)
  - FS EXM** = Food Stamps

**To view TANF Plan effective dates for other states or reservations:****Select TAME → TAM3 → TASP: TANF State Plan Table.**

- This table lists the start and end dates for all TANF State and Tribal plans. When the TICU (Time Clock Update) screen is used to add months to the TANF timeclock, TEAMS checks the data against this table to prevent entry of excessive months.

**To view Zip Codes excluded from timeclock requirements:****Select TAME → TAM3 → TCEX: Time Clock Exclusion Table.**

- This table lists all Montana Zip codes that include or overlap Indian reservations that are excluded from 60-month timeclock requirements. When the ‘Resides on Reservation’ indicator on the ADDR screen is ‘Y,’ TEAMS checks the residence Zip code against this table to determine if the TANF timeclock should be incremented.

**To view a list of all available Notices:**

Select **TAME → TAML → ACNO**: Active Notice Definitions.

- This table lists the titles of all notices currently available in TEAMS.

**To read the text of any Notice:**

Select **TAME → TAML → NODE**: Notice Definition Codes.

- When NODE displays, enter the desired notice number and press Enter. The first part of the notice is displayed.
- To see the remainder of the notice, tab to the PAGE field and enter the desired page number (e.g., Page 2 of 3).

**To view Nursing Home codes and daily Medicaid rates:**

Select **TAME → TAML → NUHR**: Nursing Home Rate Codes.

- This table lists all nursing home codes (in numerical order), start and end dates for the current code or rate, the county number, and the current daily Medicaid rate.
- You can view historical information (e.g., past rates, old codes/names) by entering a past inquiry date in the “For Inquiry Only – Start Date” field on TAML:
  - Enter the past date on TAML, type a character next to NUHR, and press Enter.

**To view FS Benefit Standards:**

Select **TAME → TAMF → BEST**: Benefit Standards Codes.

- This table displays income standards and maximum Food Plan amounts for all household sizes.
- If no inquiry date is entered on TAMF, the table will display current benefit standards. Past standards can be viewed by entering an inquiry date in the “For Inquiry Only – Start Date” field on TAMF:
  - Enter the past date on TAMF, type a character next to BEST, and press Enter.

**To view Medicaid MNIL or MAO income levels:**

Select **TAME → TAMM → MENI: Medically Needy Income Level** or

Or

Select **TAME → TAMM → MAME: MAO Medicaid Table.**

- These tables display MNIL or MAO income levels for household sizes 1 – 16.
- Current standards are displayed by default. Past amounts can be viewed by entering a past date in the “For Inquiry Only – Start Date” field on TAMM:
  - Enter the past date on TAMM, type a character next to MENI or MAME, and press Enter.

**To view County information:**

Select **TAME → TAMC → COUN: County Codes Table.**

- Enter the geographic county number and press Enter to see data about that county.
- Information is displayed such as the County Director’s name, county office address and phone number, and State Assumed Y/N indicator.

**To view County-Unit Information:**

Select **TAME → TAMC → COUT: County-Unit Codes Table.**

- Enter a County and Unit number (e.g., 56 1) on COUT to see information about that unit, such as office address and supervisor’s name.

**To view information about a CS (User ID) number:**

Select **TAME → SYUS: System User Security.**

- Enter a CS number in the User ID field and press Enter. SYUS then displays the name, County/Unit/Worker number, and Caseload number of the person using that ID number.
- If you receive the error message, “System User Not Found,” it means the owner of that User ID does not have access to TEAMS.